

<p align="center">13 COURSE K – MISCELLANEOUS DOCUMENT EXAMINATIONS</p>	<p align="center">Page 1 of 3</p>
<p align="center">Division of Forensic Science</p> <p align="center">QUESTIONED DOCUMENTS TRAINING MANUAL</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 1-April-2004</p>
<p align="center">13 COURSE K – MISCELLANEOUS DOCUMENT EXAMINATIONS</p> <p>13.1 Scope</p> <p>13.1.1 Dry Transfer Lettering (approximately 35 hours)</p> <p>13.1.2 Rubber Stamps (approximately 37 hours)</p> <p>13.1.3 Staples and Binders (approximately 15 hours)</p> <p>13.1.4 Charred Documents (approximately 41 hours)</p> <p>13.1.5 Alterations and Obliterations (approximately 46 hours)</p> <p>13.1.6 Sequence of strokes (approximately 39 hours)</p> <p>13.1.7 Mechanical Impressions (approximately 50 hours)</p> <p>13.1.8 Other examinations (approximately 48 hours)</p> <p>13.1.9 Examination/PE (approximately 16 hours)</p> <p>13.2 Objective</p> <p>To familiarize the student with the processes required for a variety of miscellaneous examinations of questioned documents</p> <p>13.3 Methods of Instruction</p> <p>Self-directed, practicals, demonstration, lecture</p> <p>13.4 References</p> <p>13.4.1 Dry Transfer Lettering</p> <ul style="list-style-type: none"> • Ellen, D., <u>The Scientific Examination of Documents: Methods and Techniques</u>, Taylor & Francis, Ltd., 1997, pp 136-137 • Technical articles (as assigned) <p>13.4.2 Rubber Stamps</p> <ul style="list-style-type: none"> • Ellen, D., <u>The Scientific Examination of Documents: Methods and Techniques</u>, Taylor & Francis, Ltd., 1997, pp 134-135 • Herbertson, Gary, <u>Rubber Stamp Examination</u>, Wide Line Publishing, CO, 1997, (entire book) • Seamon-Kelly, Jan, <u>Forensic Examination of Rubber Stamps</u>, Charles C. Thomas Publisher, Springfield IL, 2002, (entire book) • Technical articles (as assigned) <p>13.4.3 Staples and Binders</p> <ul style="list-style-type: none"> • Harrison, W.R., <u>Suspect Documents</u>, 2nd Edition, Sweet & Maxwell Ltd., 1966, pp 47-48 • Ellen, D., <u>The Scientific Examination of Documents: Methods and Techniques</u>, Taylor & Francis, Ltd., 1997, pp 146-147 • Hilton, O., <u>Scientific Examination of Questioned Documents</u>, Elsevier, Inc., NY, 1982, pp 91-94 • Technical articles (as assigned) 	

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<p>13.4.4 Charred Documents</p> <ul style="list-style-type: none"> Conway, J.V.P., <u>Evidential Documents</u>, Charles C. Thomas Publisher, Springfield, IL, 1959, pp 197-201 Hilton, O., <u>Scientific Examination of Questioned Documents</u>, Elsevier, Inc., NY, 1982, pp 132-134 Ellen, D., <u>The Scientific Examination of Documents: Methods and Techniques</u>, Taylor & Francis, Ltd., 1997, p 148 Technical articles (as assigned) <p>13.4.5 Alterations and Obliterations</p> <ul style="list-style-type: none"> Hilton, O., <u>Scientific Examination of Questioned Documents</u>, Elsevier, Inc., NY, 1982, Chap 4-5 Hilton, O., <u>Detecting and Deciphering Erased pencil Writing</u>, Charles C. Thomas Publisher, Springfield, IL, 1991, Chap 3-5, 8-9 Osborn, A.S., <u>Questioned Documents</u>, Boyd Printing Co., Albany, NY, 2nd Edition, 1929, Chap 29-30 Technical articles (as assigned) <p>13.4.6 Sequence of Strokes</p> <ul style="list-style-type: none"> Harrison, W.R., <u>Suspect Documents</u>, Frederick A. Praeger, NY, 1958, pp 228-237 Hilton, O., <u>Scientific Examination of Questioned Documents</u>, Elsevier, Inc., NY, 1982, pp 110-117 Osborn, A.S., <u>Questioned Documents</u>, Boyd Printing Co., Albany, NY, 2nd Edition, 1929, Chap 27-28 Ellen, D., <u>The Scientific Examination of Documents: Methods and Techniques</u>, Taylor & Francis, Ltd., 1997, pp 152-255 Technical articles (as assigned) <p>13.4.7 Mechanical Impressions</p> <ul style="list-style-type: none"> Hilton, O., <u>Scientific Examination of Questioned Documents</u>, Elsevier, Inc., NY, 1982, Chap 12 Vastrick, T., <u>Classification and Identification of Checkwriters</u>, ABFDE, 1991, (entire monograph) Technical articles (as assigned) <p>13.4.8 Other Examinations</p> <ul style="list-style-type: none"> Conway, J.V.P., <u>Evidential Documents</u>, Charles C. Thomas Publisher, Springfield, IL, 1959, p 186-204 Hilton, O., <u>Scientific Examination of Questioned Documents</u>, Elsevier, Inc., NY, 1982, Chap 5,6 Osborn, A.S., <u>Questioned Documents</u>, Boyd Printing Co., Albany, NY, 2nd Edition, 1929, Chap 31 Ellen, D., <u>The Scientific Examination of Documents: Methods and Techniques</u>, Taylor & Francis, Ltd., 1997, pp 145-156 Technical articles (as assigned) <p>13.5 Standards</p> <p>13.5.1 The student must be able to conduct examinations involving dry transfer lettering.</p> <p>13.5.2 The student must be able to demonstrate the identification of rubber stamps with stamped impressions.</p> <p>13.5.3 The student must be able to conduct examinations involving staple holes and binder impressions.</p> <p>13.5.4 The student must be able to demonstrate the procedure for the examination and preservation of charred documents.</p> <p>13.5.5 The student must be able to demonstrate the ability to detect altered entries on documents and decipher altered and obliterated text on documents.</p>	

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<div> <div> <p>13.5.6 The student must be able to explain the procedures for determining the sequence of written strokes and the problems associated with such questions.</p> <p>13.5.7 The student must be able to explain the procedures for the examination of mechanical impressions on documents for the purpose of identifying a suspect device.</p> </div> <div> <p>13.6 Verification</p> <p>13.6.1 Student must score at least 80 on a written test.</p> <p>13.6.2 Student must complete a practical exercise (to the instructor’s satisfaction) demonstrating the ability to:</p> <div> <p>13.6.2.1 Identify a rubber stamp with an impression</p> <p>13.6.2.2 Protect and decipher a charred document</p> <p>13.6.2.3 Detect and decipher altered entries</p> <p>13.6.2.4 Decipher obliterated entries</p> <p>13.6.2.5 Match dry transfer lettering on a document to a dry transfer lettering sheet</p> <p>13.6.2.6 Conduct a staple hole examination</p> </div> <p>13.6.3 Student will have 328 hours to complete Course K.</p> </div> </div> <p align="right">► End</p>	